

SystemOne GP & EMIS Web Quick Reference Guide

ACCESSING THE SHARED CARE RECORD FROM SYSTMONE

From SystemOne, open the patient record and click on the C&P Shared Care Record icon in the toolbar, as shown below. This will open a new window and display the consent page for the Shared Care Record.

 **C&P Shared Care Record**

ACCESSING THE SHARED CARE RECORD FROM EMIS WEB

From EMIS open the patient record and click on Summary/View My Record/Cambridge Production as shown below. This will open a new window and display the consent page for the Shared Care Record.

 **Summary Care Record**
 **Cambridge Production**
 **Social Prescribing**



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THE CONSENT PAGE

On the consent page, you must select an option and will need to provide a reason for accessing the patient record. Once you have provided the information you will have access to the patient record.

This record is confidential. Select an option to continue.

Consent has been sought ...
 The person is unable to, or refuses to give consent, but access is required for a medical emergency
 The person is not present or is unable to give consent, and access is required for ...
 Consent is not required on this occasion because access is required for ...

Please note that this declaration and all access to this record are being audited and may be subject to a legitimate use investigation.

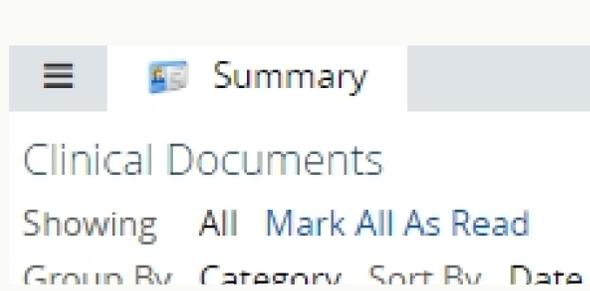
[Continue](#)

From the consent page you will see the screen to the right. From here you can access patient data via the Clinical Document Viewer (CDV Tree) on the left hand side or by using the dashboard tiles on the right hand side.

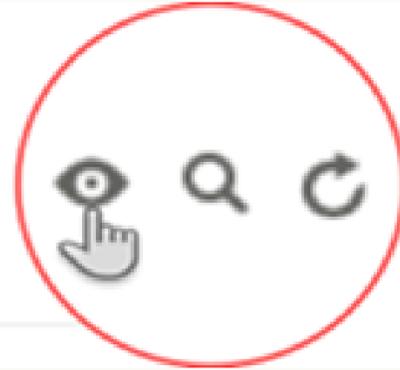
The screenshot displays the SystemOne GP & EMIS Web interface. On the left, the 'Clinical Documents' section shows a 'CDV Tree' with a search icon and refresh button. Below this, there are options to 'Showing All', 'Mark All As Read', and 'Group By Category Sort By Date'. The 'Person Summary' tile is selected, showing a list of categories: Alerts & Risks (14 / 14), Assessments (1), Clinical Notes (28 / 28), Events (28 / 28), Medication (28 / 28), Observations (14 / 14), Problems (14 / 14), and Summary Views (16 / 16). On the right, the 'Person Summary' dashboard features several tiles: 'Important Clinical Info' (highlighted in orange) with a warning message, 'Medicines' (1 item), 'Allergies' (1 item), 'Problems & Diagnosis' (No items), 'Events & Appointments' (No items), and 'Documents' (No items). There are also links to 'Click here to view medications' and 'Click here to view allergies'.

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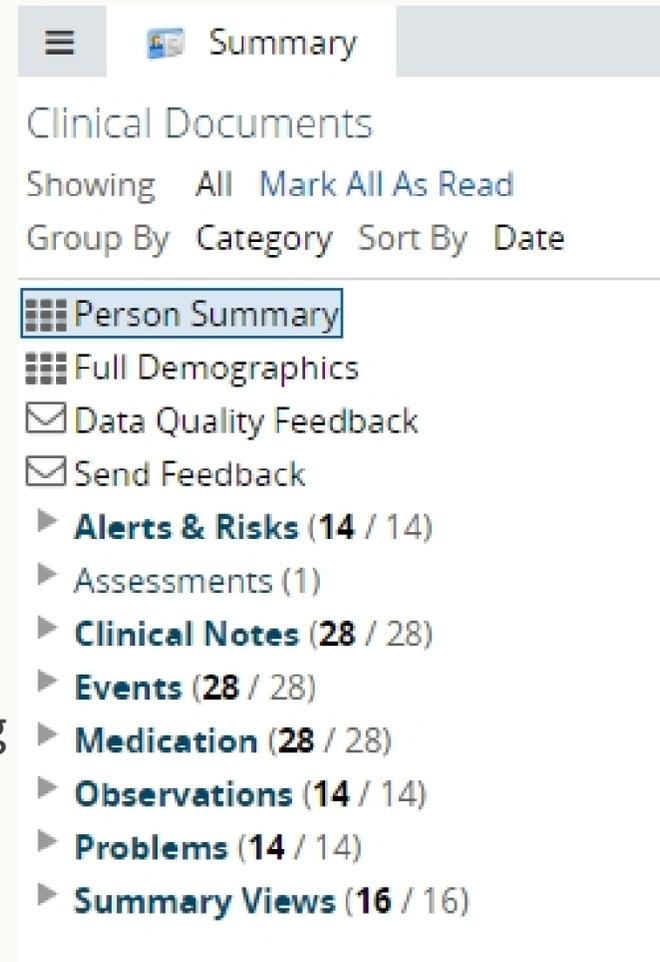
THE CLINICAL DOCUMENT VIEWER (CDV)



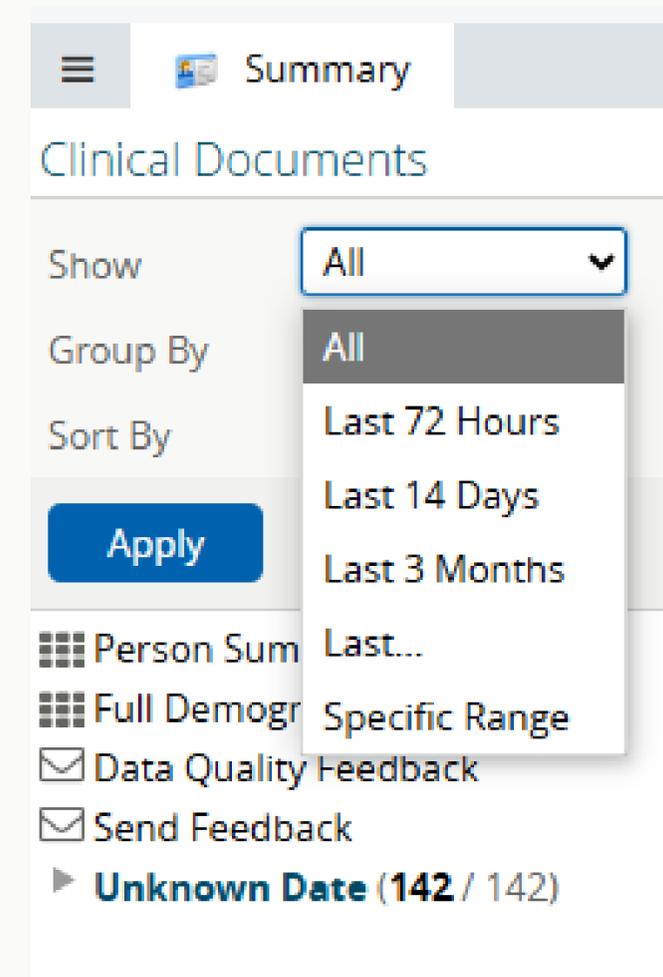
The CDV can be seen on the left-hand side of the screen and can be configured to show documents in several ways. To configure the document tree, select the configure button as shown above.



Scrolling down the CDV will show you the data that's available and clicking on the categories will open up a new screen displaying more detail.



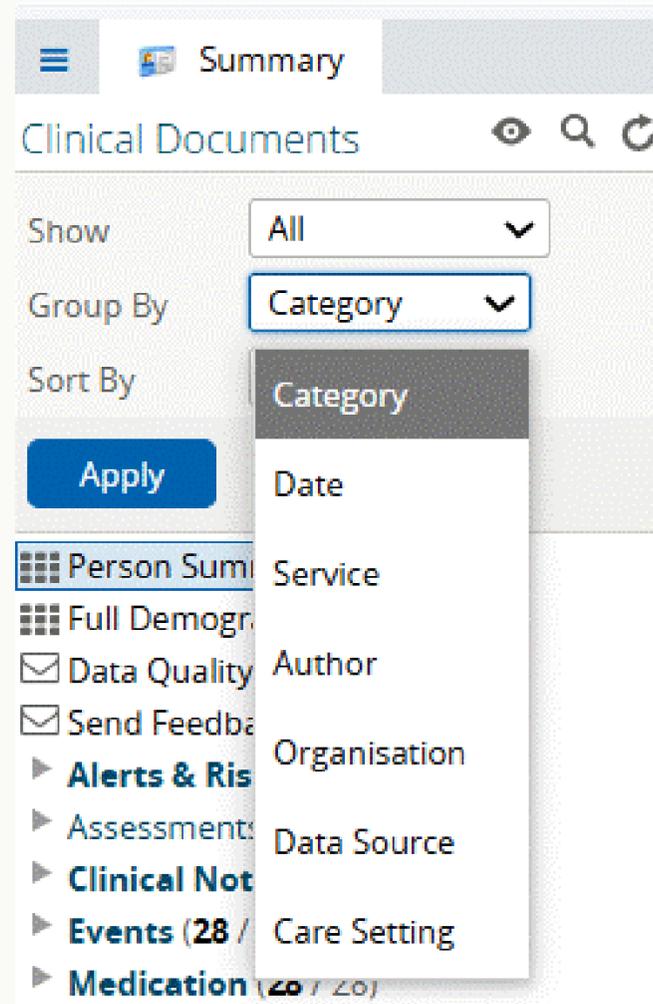
By clicking on the dropdown categories, you can show specific timeframes or filter by using your own specific range of dates.



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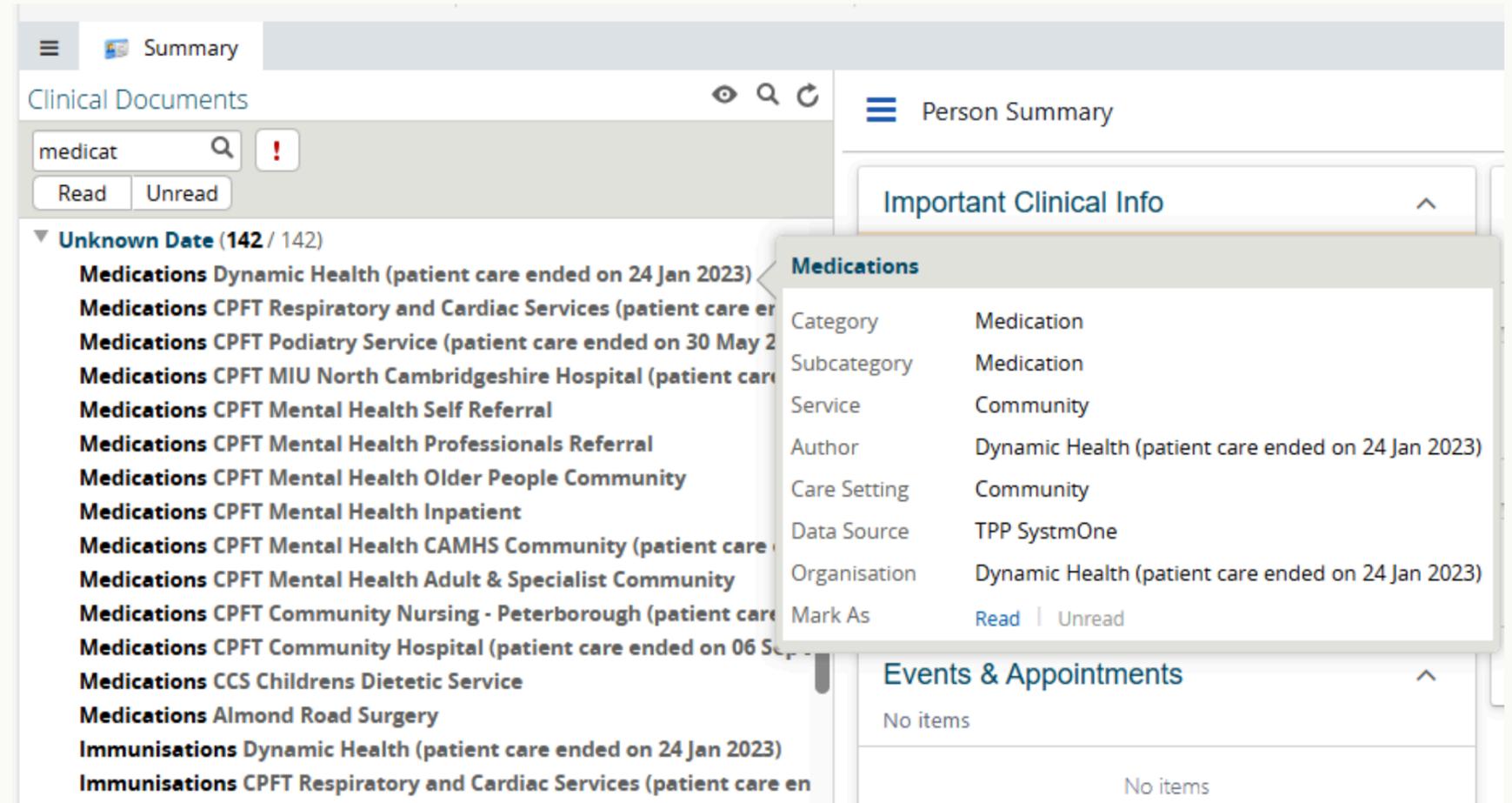
THE CLINICAL DOCUMENT VIEWER (CDV)

You can also group the document tree by Category, Date, Service, Author, Facility, Shared by and Source



Click apply for any changes you make to take effect.

You can also search for individual items within the CDV tree. The search field is an intelligent search field and will return results as you type, see below image.



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THE PERSON SUMMARY

The person summary view also provides access to data from a dashboard view (default landing page), shown below. By clicking on the individual category tiles, you can expand the view to open up more detail as seen in the example below illustrating the medicines viewer when expanded.

The screenshot shows the 'Person Summary' interface. On the left, there is a 'Important Clinical Info' section with a pink background containing a disclaimer. Below it are 'Medicines' and 'Allergies' sections, each with a 'Click here to view' link. The 'Medicines Viewer' is expanded, showing a table of medication events. The table has columns for Medication, Instructions, Action Date, Supply, Actioned By, Source, Record Type, and Status. Two rows of Amoxicillin 500mg capsules are shown, both with a status of 'Completed'.

Important Clinical Info

- The information in this record is derived from multiple sources and will have variation as to completeness and quality-always check the information with the patient or your source system.
- Please be aware that, although most data within the system will be updated within minutes, some information may be up to 24 hours old.

Medicines
1 item
[Click here to view medications](#)

Allergies
1 item
[Click here to view allergies](#)

Medicines Viewer

Group by: Medication, Ingredient, Related Medication, Course Type, Date
Event Type: All Record Types
Date: 1 Year
Reset Refresh 2 Results

Show Current Status
Table Timeline Last Refreshed 11 Feb 2025 15:02 Search medications

Medication	Instructions	Action Date	Supply	Actioned By	Source	Record Type	Status
Amoxicillin 500mg capsules A	take one 3 times/day	12 Jul 2024 : Completed	-	-	GP Connect Prescribed at GP practice	On Record	Completed
Amoxicillin 500mg capsules A	take one 3 times/day	12 Jul 2024 : Prescription	15, 5 day	Ccg Alys Turner	GP Connect	Issued	Completed

CLINICAL SAFETY DISCLAIMER

Please note the clinical safety disclaimer (in pink) to ensure you understand the source and limitations of the data.

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THE PERSON SUMMARY

In the person summary dashboard, use the expansion arrow or click the 3 dots to expand the view of data from the tiles.



SEARCH FOR ANOTHER PATIENT RECORD

To search for another patient record, simply click on the 3 lines at the top of the CDV in the person summary (top far left corner) to display the Person Search.

Expanding the Events & Appointments tile will provide a view of data as illustrated below.

Events & Appointments									
	Type	Specialty	Start Date	Outcome	Location	Practitioner Name	Admission Source	Organisation	Data Source
CURRENT	Inpatient	Trauma and Orthopaedics	26-Jan-2024 02:30	Admitted	Ward A15 - Peterborough City Hospital	Unknown	Usual Place of Residence	North West Anglia NHS Foundation Trust	North West Anglia NHS Foundation Trust PAS